CATALOG

WORLD WIDE COLLEGE OF AUCTIONEERING
2025 SOUTH FEDERAL AVE.
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Volume No. 2 **April 1, 2016**

Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board

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Introduction

The **World Wide College of Auctioneering** (hereinafter referred to as the School) offers the best auction school training available to students and is staffed with qualified, approved instructors.

The School is owned by Paul C. Behr and Vicky L. Ginder. The officers of the school are Paul C. Behr, President; Vicky L. Ginder, Vice President.

Faculty Members

P. Behr, Main Instructor
V. Ginder, School Director Student Services,
D. Stoltenberg, Student Services, Certifying Official

Programs/Courses Offered

Diploma/Certificate Programs:

Auctioneering Training of mandatory 80 with a possible total of 87 Hours

Occupational Objective: The graduate should be able to acquire an entry-level position in the auction industry.

Program/Course Costs

	Tuition	Registration	Total Tuition/Fees	+	Books/Supplies	
Auctioneering Training:	$1,295.00	$250			$1,495.00	included

$100.00 discount available if full tuition is paid 15 business days prior to attending.

Class Schedule

Full time Students: Saturday though the following Sunday (one week later) 8:oo am - 7:30 pm with an hour for Lunch and Dinner. Optional two hour bid calling practice session with an instructor after class is dismissed.

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students must have a high school diploma or equivalency diploma to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test. The school does not administer the test, but will provide information on availability when requested.

Enrollment

Prospective students may enroll anytime. Late enrollments will not be accepted.

Postponement of Start Date

Students are required to attend the full nine days of the class, if they can not attend the pre-set dates, they can opt to attend the next scheduled class, enrollment deposit is good for one year.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Placement Assistance

World Wide College of Auctioneering does not offer employment assistance to graduates. We do refer students to possible employment prospects if we are presented with the possibility of doing so. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 100% is required. Any classroom time missed may be made-up after class is dismissed (time permitting). The student may also be required to attend another scheduled class at no additional tuition.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to the next scheduled class. Proper documentation will be required to substantiate a student's withdrawal.

Progress Policy

Students must participate in class as required, those students who need additional assistance will be provided with the proper instruction.

Grading System

Students will be required to attend all classes and participate as required. There will be an written and oral exam at the end of the nine day term. All students must achieve a passing score to be awarded a diploma.

Written exam requires above 70%
Oral exam requires:
Score of 10= needs Improvement
Score of 11= Pass
Score of 30= Excellent

Students enrolled in short-term courses will be issued grades at course end.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance at a future class. The director will review each case and decide upon re-admittance.

Facilities

The school is located at Country Inn & Suites (DIA Airport), Denver, Colorado. Our classrooms are furnished with modern equipment. Computer programs, charts, diagrams and videos to enhance classroom activities are available.

Educational Services

World Wide College of Auctioneering offers an nine day class held every September in Denver, Colorado. We require all instruction to be in the classroom setting. Any missed classes will be required to be made-up either after the normal hours of instruction (time permitting) or attendance of a future normally scheduled class. There will not be additional tuition required to do this. All decisions will be at the discretion of the school director and instructors.

Previous Credits

World Wide College of Auctioneering is a private school and does not offer credits to another institution, nor do they accept credits from another school.

Student Grievance Procedure

All Complaints/grievances should be brought to the either of the school owners. Every effort will be made to resolve the problem to all the parties satisfaction. This procedure can either be in person or in writing. If an agreement can not be reached the student can than contact the Division of Private Occupational schools online at http://highered.colorado.gov/dpos , 303-862-3001.

Student Complaints

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at http://highered.colorado.gov/dpos , 303-862-3001. There is a two-year statute of limitations for the Division to take action on a student complaint (from student's last day of attendance).

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of $150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended. The refund is based on the official date of termination or withdrawal.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
    a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
    b. The date on which the student violates published school policy, which provides for termination.
    c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.